

## Agency Profile Sheet for the CFD

Please submit by May 31 to MS 47530 or PO Box 47530, Olympia, WA 98504-7530

1. Campaign Leader Name: \_\_\_\_\_
2. Name of Agency/Higher Educ: \_\_\_\_\_
3. Number of employees invited to participate in the CFD \_\_\_\_\_
4. Number of employees in your agency \_\_\_\_\_
5. How many offices does your agency have statewide? \_\_\_\_\_
6. Number of volunteers you expect to recruit to administer your campaign \_\_\_\_\_
7. In what county(ies) does your agency have offices/campus? Circle all that apply:

ADAMS	ASOTIN	BENTON	CHELAN	CLALLAM
CLARK	COLUMBIA	COWLITZ	DOUGLAS	FRANKLIN
FERRY	GARFIELD	GRANT	GRAYS HARBOR	ISLAND
JEFFERSON	KING	KITSAP	KITTITAS	KLICKITAT
LEWIS	LINCOLN	MASON	OKANOGAN	PACIFIC
PEND OREILLE	PIERCE	SAN JUAN	SKAGIT	SKAMANIA
SNOHOMISH	SPOKANE	STEVENS	THURSTON	WAHAKIAKUM
WALLA WALLA	WHATCOM	WHITMAN	YAKIMA	

8. Who is your agency's Communications Director?  
Name: \_\_\_\_\_ Email: \_\_\_\_\_
9. Who maintains your agency's intranet?  
Name: \_\_\_\_\_ Email: \_\_\_\_\_
10. Does your agency conduct new employee orientation? Yes No
11. If yes, who oversees orientation?  
Name: \_\_\_\_\_ Email: \_\_\_\_\_
12. Who is the contact at your agency for employees who are ready to retire?  
Name: \_\_\_\_\_ Email: \_\_\_\_\_
13. Does your agency hold regional or all-staff meetings? Yes No
14. What are the top three most effective communication tools/methods that your agency uses to promote information and activities in your agency? Are these same methods used to promote the CFD? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_